



EMPLOYMENT OPPORTUNITY

Position: Mother Nation Receptionist **Reports to:** Executive Director
Hours: 32 hours/week **Salary:** \$15 to \$17/hour DOE
Deadline: Posted Until Hired

JOB SUMMARY

Mother Nation is a non-profit organization offering cultural services, advocacy, mentorship and homeless prevention services to celebrate and inspire the success of Native American families. The design of each program is to honor the beauty and strength of Native American culture, spirituality and values built on the ancestral strength of each participant. Mother Nation is committed to always providing culturally based traditional teachings throughout all service areas.

Mother Nation is active in partnering with Sister Native Homeless Providers, Tribes and Non-Native agencies to build unity in serving the Native American community both on and off-reserve. Our common goals are to ensure healing and wellness with cultural resilience offering quality service to those desiring healing from historical and intergenerational trauma.

The Receptionist position will operate in a Native American Trauma Informed Care environment to perform administrative duties to support the employees by handling a variety of tasks to ensure all interactions between the organization, its participants are positive and emotionally supportive.

Native American women are highly encouraged to apply who possess an acceptance of cultural and traditional teachings and/or sensitivity to the Native American/Alaskan Native community in line with Mother Nations cultural integrity and principles.

The successful candidate will be provided excellent training opportunities with traditional teachings, career advancement, holiday and sick pay.

JOB DUTIES/RESPONSIBILITIES:

Provide culturally competent administrative support services to Mother Nation Executive Director and program Staff. Manage Mother Nations general administrative activities.

Perform a variety of administrative and clerical tasks:

- Answer daily calls, check voicemails, direct callers to appropriate programs, return calls and greet participants ensuring space is open and welcoming in a cultural setting.
- Maintain office files, office supplies, photocopy, record incoming/outcoming mail
- Help participants fill out paperwork for applications and request for assistant forms.
- Conduct research as necessary on local resources to support programs
- Attend Staff Talking Circles
- Call vendors for office maintenance and repair needs
- Other duties as assigned.

QUALIFICATIONS

- Associates degree or two year's equivalent work experience in non-profit Native organization offering social services to homeless or similar services
- Strong oral and written communication skills;
- Ability to complete tasks in a timely manner with minimal supervision;
- Sensitivity to the cultural integrity of Mother Nation clients and ability to maintain confidentiality;
- Proficiency in 2010 Microsoft Office Suite.
- Demonstrated understanding of Native American values and trauma-informed care.
- Strong organizational skills and attention to detail.
- Knowledge of general office procedures
- Dependable transportation with valid Washington State Driver's License
- At one year of experience in office coordination within a social services agency/organization working with Native American/Alaskan Native community preferred.

Apply with resume and cover letter:

Email: nhill@mothernation.org Subject Line: Receptionist Position OR

Send applications to S. Seattle Office:

16422 Meridian Ave S

Seattle, WA 98118

Attention: Executive Director